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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020011-2

TO : Director of Logistics

FEB 24 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operation (continued item) -- Plant operations remain normal.

2. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- Work began again 21 February 1955 on this project. Carpenters and painters are working and the electrical and plumbing installations on the air compressor remain to be completed.

Mr. Ricketts, a new inspector of the GSA Inspection Staff, inspected the project to familiarize himself with detail, but no commencing date has been established as yet.

b. Securing of the Large Press Room (continued item) -- The combination lock has been installed, and a meeting has been set up preparatory to checking and testing the equipment. Discussions as to the operating cycle of the equipment is also on the agenda.

c. New Badge for Visitors (continued item) -- No change.

3. OTHER ITEMS OF INTEREST

a. [REDACTED] Materials (continued item) -- A [REDACTED] leaflet has been received for printing. This leaflet was first mentioned in our weekly activity report of 10 February 1955. Some changes have been made in the leaflet necessitating two colors and a run of 150,000 impressions. The delivery date of two weeks after our receipt is still applicable.

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b. Rush Work (continued item) -- A rush map was ~~printed~~ and delivered for Cartographic Division, ~~ORR~~, between 10:40 a.m. Friday and 10:00 a.m. Monday. The map was of [REDACTED] and the coast of [REDACTED] and was to be included in [REDACTED] for consideration by the IAC.

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Another rush job was completed for [REDACTED] of OCI. Type was set and proofs pulled so that [REDACTED] could prepare a presentation for the National Security Council.

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c. [REDACTED] Maps for OCI (continued item) -- There is some trimming and bindery work yet to be completed on the TS portion of these maps. It is expected that this will be completed during the coming week.

d. Offset Plate Regraining (new and complete) -- P&RD has a quantity of offset plates that should be regrained in order that they may be reused. These plates are over the regraining capacity of P&RD facilities. They have all been sorted according to classification, counted, and boxed. A requisition for regraining has been forwarded to Procurement Division. LO/Security Office has been advised and coordination will take place to clear a commercial concern to do this regraining.

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e. Visit to Arlington Hall (new and complete) -- Messrs. [REDACTED] visited Arlington Hall to view the operation of a Houston motion picture processor. In view of an impending need for increased film processing facilities, our photographic technicians are viewing the operation of various processors to evaluate performance and ability.

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f. Visit to [REDACTED] (new and complete) -- The Chief, P&RD, accompanied members of the Planning Staff and Technical Review & Policy Staff to [REDACTED] on Wednesday, 23 February 1955. A review was made to determine what renovation would be necessary to enlarge all printing and reproduction facilities at [REDACTED] to 17"x22" in size. The details were presented to RE&C for determining the feasibility of providing space, etc. for the operation of this larger equipment.

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#### 4. SPECIAL PROBLEMS

a. None.

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